



State of Kansas

Time and Labor-to-Project Costing Integration Steps

Statewide Management, Accounting and Reporting Tool

Date Created:		01/03/2014
Version:		1.0
<u>Reason for Job aid:</u>		The purpose of this job aid is to provide a high-level outline of the steps to use the Time and Labor / Project Costing integration. The steps below provide general information on how to set up, utilize and inactivate the data used for integration.
	SET UP STEPS	
1.	Agency enter projects and activities in Project Costing (SMART)	For detailed steps on how to add a project and activities, see the Job Aid: How to Create a Project
2.	SMART automatically sends the new project and activity values over to Time and Labor in SHaRP in real time.	
3.	Agencies create new combo codes using the new projects & activities created in Step 1 (SHaRP)	*Note: Steps 3 and 4 are submitted via email to TLLoad@da.ks.gov using the INF46 spreadsheet along with the accompanying “ Combo code Procedures ” document found at this location: http://www.da.ks.gov/sharp/documents/default.htm
4.	Agencies associate the new combo codes to Task Profiles (SHaRP)	
5.	Agencies associate the Task Profiles to Task Groups online (SHaRP)	For detailed instructions, refer to the “ Combo code Procedures ” document.
6.	Agencies assign employees to Task Groups through Job Data online (SHaRP)	

	UTILIZATION STEPS	
1.	Employees or Timekeepers enter timesheet data charging employee hours to specific Task Profiles (SHaRP)	
2.	Supervisors approve timesheets (SHaRP)	
3.	Timesheets are processed through payroll (SHaRP)	
4.	Labor <u>hours</u> are sent to Project Costing (SMART) from Time and Labor (SHaRP)	Analysis Type 'PAY' rows are created in the Project Costing Transaction List for labor <u>hours</u> . This information is broken out by Employee, Date Worked, Time Reporting Code used and specific funding information.
5.	Labor <u>dollars</u> are summarized by common funding information and sent to General Ledger (SMART) from HR Accounting Line (SHaRP)	
6.	Labor <u>dollars</u> are sent to Project Costing (SMART) from General Ledger (SMART)	Analysis Type 'LBR' rows are created in the Project Costing Transaction List for labor <u>dollars</u> . This information is summarized by common funding information and is not broken out by Employee or Date Worked.
7.	Project Costing (SMART) now contains a record of detailed Labor Hours (from Time and Labor in SHaRP) and summarized Labor Dollars (from General Ledger in SMART) for the pay period.	

	INACTIVATION STEPS	
	When a project has ended, it must be closed in SMART and the associated combo codes/task profiles must be inactivated in SHaRP so users cannot continue to create charges against the project. The following steps outline the inactivation process:	
1.	Inactivate (or update) any Task Profiles that use the combo codes being inactivated in SHaRP	*Note: Detailed instructions for Steps 1-3 can be found in the “ Combo code Procedures ” document found at this location: http://www.da.ks.gov/sharp/documents/default.htm
2.	Inactivate (or update) any Department Budget Tables that are using the combo codes being inactivated in SHaRP	
3.	Inactivate the combo codes in SHaRP	
4.	Update the Project Status field to “Closed” in Project Costing (SMART)	Changing the status to “Closed” will close the project and all associated activities to prevent further transactions from being created in SMART. For details on how to close a project, follow Steps 1-4 in the job aid Closing a Grant